

EDITED KSA LISTING

CLASS: SUPERVISING PROGRAM TECHNICIAN III

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Principles of effective supervision to supervise effectively at a high level.
K2	Supervisory responsibilities under the Ralph C. Dills Act.
K3	A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.
K4	Appropriate laws, rules, regulations, and policies of the State of California and the Federal Bureau of Investigation, governing the Identification/Warrants Unit to ensure compliance.

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	Skill to:
S1	Operate computer systems to effectively retrieve information from databases.

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	Ability to:
A1	Plan, organize, direct, and evaluate the work of employees to ensure productive employees to meet the mission of the unit.
A2	Assess the training needs of employees to produce trained/knowledgeable staff to meet the mission of the unit.
A3	Develop staff to broaden their scope of knowledge and abilities to make them more productive employees.
A4	Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act.
A5	Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment as mandated.
A6	Apply appropriate laws, rules, regulations, and policies of the State of California and the Federal Bureau of Investigation governing the departmental Identification/Warrants Unit to ensure compliance.
A7	Communicate effectively to staff, other law enforcement entities and departmental management.